

ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

FILING:

In this type of question you are to select the name which would be filed **LAST** if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.

Sample Test For Office Assistant Ii

M Carnoy



Sample Test For Office Assistant Ii:

Sample Test For Office Assistant Ii Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Test For Office Assistant Ii**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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